

Spec. Code: 3160
Occ. Area: 02
Work Area: 443
Prob. Period: 6 mo.
Prom. Line: None
Effective Date: 04/01/01

TRAUMA REGISTRAR

Function of Job

Independently responsible for the collection, review, analysis, entry, maintenance and reporting of data in the Illinois Trauma Registry on all declared trauma patients and patients admitted following a traumatic injury. This reporting is required by the State of Illinois Department of Public Health for all Trauma Centers. The data collected is utilized by multidisciplines at the direction of the Trauma Medical Director for improvement of patient care.

Characteristic Duties and Responsibilities

1. Responsible for reviewing all hospital trauma case records to ensure all data required for the State of Illinois Trauma Registry has been provided by pre-hospital and hospital personnel
2. Enter minatory trauma data into the Trauma Registry as well as additional information for use by the Trauma Director
3. Utilizing medical knowledge makes adjustments to the Injury Severity Score reported in the Registry as applicable
4. Compiles and submits reports to the State of Illinois as mandated
5. Compiles statistics and provides reports to the Trauma Director and other administrative staff for use in the improvement of patient care and research
6. Works closely with the Trauma Nurse Coordinators at affiliated hospitals to gather and compile additional medical data on all declared trauma patients
7. Responsible for the maintenance of the computer hardware and software used for the Trauma Registry
8. Serves on Trauma Center committees as necessary
9. Performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Licensure as a registered professional nurse in Illinois
2. Three years of nursing experience in a Trauma Center, Emergency Room or Intensive Care Unit of a hospital

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. Ability to read and interpret medical records and lab reports
2. Computer literacy and a basic understanding of database maintenance
3. Good oral and written communication skills
4. Accuracy and thoroughness
5. Ability to work independently

Trauma Registrar..... New
